

Executive Committee Meeting Minutes	Tab 1
<p><b><u>Background:</u></b></p> <p>Minutes of the May 6, 2015, Executive Committee meeting are included for your review.</p>	
<p><b><u>Executive Committee</u></b></p> <p><b><u>Agenda Item 3.</u></b></p>	<p><b><u>Expected Action:</u></b></p> <p>The Committee will review, revise as appropriate, and approve.</p>

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
MAY 6, 2015**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair  
Kristen Cox

Michael Peace  
Lora Taylor

**COMMITTEE MEMBER ABSENT**

Gladys Cortez

**COUNCIL MEMBER PRESENT**

Andy Crim

**STAFF PRESENT**

Roger Webb,  
Executive Director  
Martha Cantu  
Joanna Cordry

Cynthia Ellison  
Wendy Jones  
Susan Mihalik  
Jessica Ramos

Joshua Ryf  
Koren Vogel

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 6, 2015, in the Limestone 2 Room at the Marriott Austin South, 4415 South IH-35, Austin, TX 78745. Council Chair Mary Durham called the meeting to order at 3:45 PM.

**1. INTRODUCTIONS**

Committee members and staff were introduced. It was noted that Gladys Cortez' flight had been delayed accounting for her absence.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. CONSIDERATION OF MINUTES**

The minutes were reviewed and no additions or corrections were noted.

**MOTION:** To approve the minutes of the February 4-6, 2015, Executive Committee meeting as presented.

**MADE BY:** Kristen Cox

**SECOND:** Michael Peace

The motion **passed** unanimously.

**4. GRANTS ACTIVITIES REPORTS**

Council Chair Mary Durham revised the order of the agenda to prioritize items requiring certain TCDD staff member participation so that those items could be addressed earlier allowing staff to leave the meeting when finished.

Senior Grants Management Specialist Cynthia Ellison reviewed the Independent Audit Status Report and noted no issues or concerns. She discussed the Grants Monitoring Exceptions report and noted that most of the items indicated as “pending” on the report have completed the requested paperwork since the time of printing. Ellison further reported on the risk assessments for the projects that will be considered for continuation funding and noted no concerns.

Executive Director Roger Webb discussed staff concerns about delays in receiving the “final report of expenditures” and a final payment request from some grantees. He noted that this can create complications in assuring TCDD funds are fully expended and in knowing the amount to award for the following year. This situation is not common, and is generally limited to larger organizations such as universities that are not dependent on TCDD funds for cash flow. Webb and grants staff have discussed options to withhold a portion of that final payment request with the amount of withheld funds increasing over time. He advised that if Council members wish to amend Council policies to specify time constraints for reimbursements, TCDD may need to publish a proposed rule revision in the Texas Register in addition to amending Council policies. The Council could review and approve posting a proposed Rule revision for public comments during the August meetings. Any comments received could be reviewed at the November meeting, and a final Rule adopted. At that same meeting, the Council could approve an amendment to Council Policies with more specificity about the process. Once approved, staff can provide guidance to grantees and likely would include a new “assurance” for grantees to acknowledge as a condition of receiving DD funds. Committee members directed staff to research how other councils handle this issue and draft proposed revisions to policy. Webb will also discuss with TCDD’s general counsel.

**5. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROPOSAL – CENTER FOR ACCOMMODATIONS AND SUPPORT SERVICES**

Planning Coordinator Joanna Cordry reviewed the purpose of the Outreach and Development projects and noted that one additional project can currently be funded. One proposal was received during the quarter from the University of Texas at El Paso Center for Accommodations and Support Services. Per the proposal, the organization would train and support 15 Hispanic students with disabilities to receive culturally appropriate leadership and advocacy training through a Photovoice project. This would be an expansion of a current project. TCDD staff review suggests that the mission of the department is not in line with the purpose of Outreach and Development projects to increase access to culturally appropriate services. Committee members did not offer a motion regarding this proposal therefore no action was taken.

**6. CONSIDERATION OF CONTINUATION GRANT AWARDS**

TCDD Grants Management Specialist Susan Mihalik reviewed the executive summary for continuation funding to Educational Programs Inspiring Communities for an enabling technology project. During the first three years of the project, an inventory management application for use with tablet computers (iPads) was designed for use by adults with intellectual and

developmental disabilities. Participants in the program manage inventory in vending machines and assessments show increased familiarity with the iPads and the modules for the application. The fourth year of the project proposes expansion to other businesses with possible test sites such as Papa John's pizza or other fast food chains. Mihalik discussed the lack of employment outcome data from the grantee and Committee members requested that this be provided.

**MOTION:** To approve up to \$225,000 in continuation funding to Educational Programs Inspiring Communities for the 4<sup>th</sup> year of a 5-year enabling technology project with the request for additional data by June 30, 2015.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 1)

Grants Management Specialist Mihalik reviewed the executive summary for continuation funding to Strategic Education Solutions for an enabling technology project. The project has developed an online Virtual Job Coach program that assists adults with cognitive disabilities with career planning, job search and sustaining employment. During the first three years of the project, 50 modules have been designed for the program and have been used by 25 participants. The fourth year goals include expansion to additional pilot sites and identifying additional distribution partners. No concerns were expressed regarding this project.

**MOTION:** To approve up to \$224,925 in continuation funding to Strategic Education Solutions for the 4<sup>th</sup> year of a 5-year enabling technology project.

**MADE BY:** Michael Peace

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 2)

Mihalik next reviewed the executive summary for continuation funding to Imagine Enterprises for a Self-Advocates as Speakers project. This project recruits, trains and supports self-advocates from diverse backgrounds to present in local and state venues where their message will have an impact. Project goals include training at least 15 participants per year. 15 were trained in the first year and 24 were trained in the second year. Many of the participants have presented at venues such as school board meetings, civic organization meetings and conferences such as Texas Advocates and Inclusion Works. The project will continue training participants, develop additional sites for training and modify curriculum as needed. No concerns were expressed for this project.

**MOTION:** To approve up to \$125,000 in continuation funding to Imagine Enterprises for the 3<sup>rd</sup> year of a 4-year Self-Advocates as Speakers project.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 3)

Mihalik next reviewed the executive summary for continuation funding to the Coalition of Texans with Disabilities for a Developmental Disabilities Policy Fellows project. She reminded members that Chris Masey is the fellow in this project. Mr. Masey provided information to Council members during the February meeting on advocacy strategies in preparation for legislative visits. Masey is focusing on the policy areas of employment, early childhood intervention and personal attendant wages and is providing training for young self-advocates as well as attending meetings, legislative hearings and other workshops. He will continue these activities for the second year of his fellowship. No concerns were noted for this project.

**MOTION:** To approve up to \$67,500 in continuation funding to Coalition of Texans with Disabilities for the 2<sup>nd</sup> year of a 2-year Developmental Disabilities Policy Fellows project.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 4)

Grants Management Specialist Wendy Jones presented the executive summary for continuation funding to the Epilepsy Foundation of Texas for the Get FIT Texas health and fitness project. This 12-week health and wellness program serves adults with developmental disabilities in the rural areas surrounding Austin, Dallas, Plano, Houston, San Antonio and Lubbock. In the first three years of the project, over 250 participants have developed an at-home "Get FIT" plan. Participants have shown a 30%-60% improvement in fitness measures, body composition measures, quality of life scores and health screen tests. Jones reports there are no compliance issues with the project and no other concerns were noted.

**MOTION:** To approve up to \$250,000 in continuation funding to Epilepsy Foundation of Texas for the 4<sup>th</sup> year of a 5-year health and fitness project.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 5)

Grants Management Specialist Jones presented the executive summary for continuation funding to Region 17 Education Service Center (ESC) for a Family Involvement in Schools project. Region 17 ESC has worked to build collaborations with schools in 4 districts and provide training for parent involvement. In the first two years of the project, more than 450 parents have been trained and over 250 have attended ARD meetings. Scholarships have also been provided for parents to attend conferences on Autism, Inclusion and Building Strong Families. Goals for the third year include continuing with trainings and increasing the number of home and school activities that districts provide to parents of students with disabilities. No issues or concerns were noted for this project.

**MOTION:** To approve up to \$300,000 in continuation funding to Region 17 Education Service Center for the 3<sup>rd</sup> year of a 5-year Family Involvement in Schools project.

**MADE BY:** Lora Taylor

**SECOND:** Kristen Cox

The motion **passed** unanimously. (Attachment 6)

## 7. **TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu reviewed the quarterly financial report noting that there is \$221,392 remaining from FY 2014 funds that will need to be obligated to grant projects by September 30, 2015.

The Notice of Grant Award for FY 2015 was received and TCDD received funds in the amount of \$4,742,116. This was a decrease of approximately \$62,000 from FY 2014 funds even though there was a slight increase expected. Executive Director Webb and directors from other DD Councils have questioned officials with the Administration on Intellectual and Developmental Disabilities (AIDD) but were assured that funding was calculated correctly using the current formula. Discussions are in progress to review the funding formula, specifically the “hold harmless” provision and how it effects funding in years with only a minimal increase in appropriations.

TCDD funding projections suggest a slight shortfall for FY 2016 that staff view as very manageable. Expected savings from operating expenses and unused grant funds will even out the projected negative balance, even if all planned projects are implemented with current timelines.

Cantu reviewed the current year Operating Expense budget, noting that 46% of budgeted amounts have been expended for the first 6 months of the fiscal year. TCDD staff examined expenses for staff benefits during this year and discovered that health insurance premiums for TCDD retirees are charged back to TCDD. Staff were unaware of this expense until now and will plan accordingly for FY 2016. For FY 2015, the variance will be covered by savings from unused salaries, professional services and out-of-state travel.

Staff and Committee members discussed activities to be included in the FY 2016 Operating Expense budget and noted that a planned training on “Undoing Racism” will be a new expense. The details of this training are being processed but it is expected to be available for interested staff, some Council members and possibly advocates from other organizations. Committee members supported adding this activity to projected expenses for FY 16.

**8. CONFLICT OF INTEREST DISCLOSURES**

Committee members reviewed updated conflict of interest disclosure information for Council members and staff. No concerns were noted

**9. CHAIR’S REPORT**

Chair Durham reported on absences that were expected during the meetings including Mateo Delgado, Dana Perry and John Thomas. She also noted that she received a resignation from Diana Kern who is serving in a hold-over capacity from her term that expired February 1, 2015. Kern noted that health issues prevent her from continuing with Council activities and her resignation will be forwarded to the Governor’s appointments office.

Durham discussed Committee assignments for members and noted that Lora Taylor has agreed to Chair the Public Policy Committee. She replaces Kristen Cox who was elected as Council Vice-Chair. Taylor has asked Kristine Clark to serve as Vice-Chair of that Committee. Other Committee assignments include Andy Crim to the Project Development Committee noting that he was not assigned to a Committee in his previous terms as Council Vice-Chair. New members Ruth Mason, Michael Peace and Brandon Pharris have requested assignment to the Public Policy Committee and John Thomas has requested assignment to the Project Development Committee. To maintain a balance of members on each Committee, Mateo Delgado and DARS representative Jennifer Kaut have agreed to move to the Project Development Committee. Council Vice-Chair Cox becomes Chair of the Audit Committee and past Committee Chair Crim remains on that Committee along with Scott McAvoy and John Thomas. Taylor rotates off the Audit Committee to serve as Chair of the Public Policy Committee.

Durham next reported on succession planning activities and the search for an Executive Director. She noted that 123 applications were received with 35 considered to have met the minimum education and experience for screening. The selection team reviewed those applications in detail and scored each based on the applicant’s documentation of their knowledge, skills and abilities. Seven applicants have been selected for interviews which are scheduled for May 27-29, 2015. The selection team expects to interview 2-3 finalists in early June. Durham further noted that there will be an expected vacancy from the time of Executive Director Webb’s retirement on June 12, 2015, until the new director can begin the position, possibly in mid-July or early August. Durham discussed options to handle the vacancy including the appointment of an acting director from current TCDD staff or the hiring of an interim director from outside the agency. She noted that her preference is to follow current TCDD Emergency Backup procedures which name Operations Director Martha Cantu as Acting Director.

**MOTION:** To appoint Martha Cantu as TCDD Acting Executive Director during the vacancy between Roger Webb's retirement and the start date for the new Executive Director.

**MADE BY:** Mary Durham

**SECOND:** Lora Taylor

The motion **passed** unanimously. Executive Director Webb discussed the duties of an Acting Executive Director to continue key activities without disruption and to have clear signatory authorization for various business matters. Cantu will be a point of contact for the designated state agency and other entities as well as coordinate collaborative efforts between the TCDD management team to carry out agency business.

Durham discussed the NACDD conference planned for July 21-23, 2015 in Sparks, NV. Planning Coordinator Joanna Cordry and Communications Coordinator Joshua Ryf will attend and Durham offered the opportunity to other Executive Committee members as part of the conference included training for Council leadership.

Durham reported that TCDD's Sunset Bill, HB 1679, was heard in the Senate Health and Human Services Committee that morning and was passed unanimously. The bill continues TCDD as an agency through 2027. The next step is approval by the full Senate.

#### 10. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reviewed stipend awards that were approved during the past quarter to the following applicants:

- Texas Parent to Parent: Events stipend for up to \$6,000 for the 11<sup>th</sup> *Annual Texas Parent to Parent Conference* on June 11-13, 2015, in San Marcos.
- Childhood Apraxia of Speech Association of North America: Speakers stipend for up to \$6,000 for the 2015 *National Conference on Childhood Apraxia of Speech* on July 9-11, 2015, in San Antonio.
- Harris County Department of Education: Speakers stipend for up to \$4,900 for the *HCDE Summer Autism Institute* on June 22-25, 2015, in Houston.
- University of North Texas Kristin Farmer Autism Center: Events stipend for up to \$4,750 for the *Adventures in Autism Intervention and Research Conference* on July 25, 2015, in Denton.

Webb provided an update on the TCDD staff and reviewed an updated organizational chart that includes the new Planning Specialist position. Interviews for this position have been conducted and a selection is expected in the next few weeks. Ashley Ford was recently selected as the new Public Policy Assistant and began with the agency on May 1, 2015. She has a Bachelor's Degree in Public Administration from Texas State University and completed a year-long internship with State Representative Zerwas during the 83<sup>rd</sup> Texas Legislature. Webb also reported on the extended medical leave of Grants Management Director Sonya Hosey noting that she has been under doctor's care since February but has been working part-time from home as her health



allows. Senior Grants Management Specialist Cynthia Ellison has been coordinating many of Hosey's duties during her absence.

Webb provided members with a list of proposed legislation that may impact state agencies. He noted that significant changes will be made to the way agencies handle contracts but that TCDD is already in compliance with those directions.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 5:51 PM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_  
Date

# Attachments

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 5/6/2015

### Review of Proposed Activities & Budget

ITEM: A

Grantee: Educational Programs Inspiring Communities

Year: 4 of 5

Project Title: Enabling Technology

Project Location: Houston

Website: www.heartprogram.org

**TCDD RFP Intent:** The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options.

**Authorized Funding:** TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

**Expected Results:** Adults with Intellectual and Developmental Disabilities (IDD) will have access to technology that will enable them to complete job tasks more efficiently and independently. This technology will be shared with other organizations to promote the hiring and support of people with IDD.

#### **Project Goals and Accomplishments for Year(s) 1-3:**

**Goal:** The goal of this project is to design, develop, deploy, and evaluate an interactive customized mobile tablet solution that will increase the employability of low-income adults with developmental disabilities in the HEART Program

**Accomplishments per goal:** In year one, the grantee administered a survey to program participants to gauge technology proficiency; Modules for the app were defined and designed. An evaluation was developed to solicit feedback from pilot participants. In year two, the project partner fully coded and deployed all aspects of the app which were designed and defined in the first year. The app was tested and de-bugged first by project staff. Participants were provided with training on how to use the iPads per needs assessment. Testing of the entire application by pilot participants began in the last quarter of year two. During the third project year, new modules were designed, coded and added to the app. Testing continued and the app was fine-tuned. The app was deployed to program participants to begin using in HEART's in-house inventory environment and with HEART's vending machine job training and employment program. By conducting pre and post assessments, the grantee has determined that the participants have increased their familiarity with the iPads.

#### **Proposed Goals and Objectives for Year 4:**

**Goal: Same as above**

**Objectives:** Support the HITS app by designing and implementing change requests to current system; Maintain the HITS app by conducting system updates and deploying change requests to the HITS app; Create a stand-alone inventory module for use outside of The HEART Program; A business will be selected and the app will be designed with input from a representative of the business.

#### **Council Considerations:**

**Public Policy Considerations:** EPIC is working to modify the app so it can be used in other environments.

Since DARS is in the business of recruiting employers willing and interested in hiring people w/disabilities, PP staff encourage collaboration so that DARS has tangible recommendations for how employers can simplify training and production methods for all employees.

**Grant Management Considerations:** No concerns; high risk monitoring (awards within awards)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (Consultant: \$175,000)	\$225,000/\$225,000	\$75,000/\$100,456	\$300,000/\$325,456
Expended Year 2 (Consultant: \$175,000)	\$225,000/\$225,000	\$85,000/\$136,613	\$310,000/\$361,613
Expended Year 3 (7 months) (Consultant: \$175,000)	\$225,000/\$117,924	\$90,000/\$46,880	\$315,000/\$164,804
<b>Amount requested for Year 4 budget:</b>			
I. Personnel Services	40,018	0	40,018
II. Travel	0	0	0
III. Purchased Services (\$175,000 consultants)	177,000	95,000	272,000
IV. Property/Materials	743	0	743
V. Rental/Leasing	879	0	879
VI. Utilities	6,360	0	6,360
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$225,000	\$95,000	\$320,000

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 5/6/2015

### Review of Proposed Activities & Budget

ITEM: B

Grantee: Strategic Education Solutions

Year: 4 of 5

Project Title: Enabling Technology

Project Location: Houston

Website: [www.strategicedolutions.com](http://www.strategicedolutions.com)

**TCDD RFP Intent:** The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options.

**Authorized Funding:** TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

**Expected Results:** Adults with cognitive disabilities will have access to a low-cost instructional resource that will assist them with career planning, the job search, and sustaining competitive employment.

#### **Project Goals and Accomplishments for Year(s) 1-3:**

**Goal:** To provide adults with Cognitive Disabilities and caregivers a comprehensive, accessible, and low-cost instructional resource that supports them through their career planning, job search, and employment journey.

**Accomplishments per goal:** In year one, the grantee developed content for 30 modules in the area of job search skills. 15 pilot participants of diverse autism diagnosis, gender, ethnic, and socioeconomic backgrounds were recruited. The website was launched and the grantee deployed 10 modules for participant testing. In year two, the Virtual Job Coach (VJC) team developed 20 additional user modules. The grantee recruited one teacher and 10 students from a mixed high school transition class who have been using the training site since September, 2013. The project partner responsible for technology deployment developed a feature that enables support staff to create "classes" of users, assign content on a customized schedule, and monitor users' progress. In year three, the project focused on forming partnerships with new organizations to establish new pilot groups. The grantee will support a new pilot in a Project SEARCH site in Fort Bend, TX. Several pilot testers have gained meaningful employment. The project director has met with local agency staff (DARS, TEA, WorkForce) to discuss statewide implementation of the VJC.

#### **Proposed Goals and Objectives for Year 4:**

**Goal:** Same as above

**Objectives:** Identify product distribution partners/channels; Engage and oversee pilots; Support the product on an ongoing basis; Evaluate project activities and effectiveness; Recruit, convene, and monitor Project Advisory Committee (PAC).

#### **Council Considerations:**

**Public Policy Considerations:** The development of a standalone application that is portable across settings and simple to use is consistent with sustainability goals. The app seems to be ready for prime time. PP staff hope that the app soon will be widely available to people with disabilities and that we may start promoting it.

**Grant Management Considerations:** No concerns; high risk monitoring (awards within awards)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for project.

#### **Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Expended Year 1</b> (Consultant: \$147,827)	\$224,967/\$224,967	\$27,617/\$29,995	\$252,584/\$254,962
<b>Expended Year 2</b> (Consultant: \$156,180)	\$225,000/\$225,000	\$50,042/\$55,603	\$275,042/\$280,603
<b>Expended Year 3</b> (9 months) (Consultant: \$150,680)	\$225,000/\$136,423	\$72,571/\$30,795	\$297,571/\$167,218
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	72,000	43,008	115,008
<b>II. Travel</b>	0	0	0
<b>III. Purchased Services</b> (\$152,925 consultants)	152,925	30,532	183,457
<b>IV. Property/Materials</b>	0	588	588
<b>V. Rental/Leasing</b>	0	200	200
<b>VI. Utilities</b>	0	672	672
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$224,925	\$75,000	\$299,925

# Texas Council for Developmental Disabilities

## Executive Committee

Date: 5/6/2015

## Review of Proposed Activities & Budget

ITEM: C

Grantee: Imagine Enterprises

Year: 3 of 4

Project Title: Self-Advocates as Speakers

Project Location: Statewide

Website: [www.imagineenterprises.org](http://www.imagineenterprises.org)

**TCDD RFP Intent:** To develop a project that will support and promote a diverse pool of self-advocates who can present or serve as facilitators or mentors at in-state conferences or training events.

**Authorized Funding:** TCDD has approved up to \$125,000 per year for up to four years.

**Expected Results:** There will be an increase in the number of organizations that include self-advocates as speakers, facilitators, and mentors in conferences or trainings.

### **Project Goals and Accomplishments for Year(s) 1-2:**

**Goal:** Project Sharing Personal Experiences and Knowledge (SPEAK) will recruit, train, and support at least 15 self-advocates per year from diverse backgrounds to present in local and state venues where their message will have an impact. At least 50 self-advocates will have been trained by the close of this project.

**Accomplishments per goal:** In year one, Project SPEAK coordinated efforts with three organizations that will serve as training sites for participants and created an info sheet and application process. Project staff created a curriculum that is used to conduct both a three-day and one-day follow up training. 15 SPEAKers were recruited and trainings began in February, 2014. Self-Evaluations are provided to SPEAKers during the trainings in order to encourage reflection and the desire to improve. In year two, the grantee trained 24 total SPEAKers from four different sites: Dickinson Independent School District (ISD), Family to Family, Texas Tech University, and Alvin ISD. Twenty of the 24 participants have presented at a variety of venues including a school board meeting, civic organization meetings, the 2014 Texas Advocates conference, and the Inclusion Works conference. The project began collaborating with another TCDD project to encourage SPEAKers to share their stories with legislators. All training materials have been translated into Spanish.

### **Proposed Goals and Objectives for Year 3:**

**Goal:** Same as above

**Objectives:** Implement the infrastructure plan for the Project SPEAK, including modifications of the curriculum for self-advocates, needed supports for project outcomes and sustainability by May 31, 2016; Develop and implement marketing strategies; Develop three Project SPEAK team sites to recruit five participants per site (15 new participants total per year), to train and sustain as speakers, facilitators or mentors by May 31, 2016; Coordinate each Project SPEAK team site to prepare and deliver a minimum of one presentation per member at in the local area and at least two state conferences by May 31, 2016.

### **Council Considerations:**

**Public Policy Considerations:** It appears that the SPEAKers are doing great work. This year they are going to take their stories to individual legislative offices and speak at a legislative breakfast event. These self-advocates are experiencing public policy advocacy and advancing self-determination. PP staff request a list of speakers and their topics so that we may support their efforts, collaborate when appropriate, and recommend speakers for engagements.

**Grant Management Considerations:** No concerns; considerable risk monitoring (awards within awards; award amount)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for this project.

### **Continuation Budget Detail Summary**

	Federal	Match	Totals
<b>Expended Year 1</b> (13 months) (Consultant: \$25,974)	\$124,999/\$111,493	\$41,767/\$27,633	\$166,766/\$139,126
<b>Expended Year 2</b> (8 months) (Consultant: \$23,844)	\$125,000/\$76,360	\$51,316/\$27,821	\$176,316/\$104,181
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	82,947	18,422	101,369
<b>II. Travel</b>	5,868	1,200	7,068
<b>III. Purchased Services</b> (\$22,194 consultants)	36,150	23,700	59,850
<b>IV. Property/Materials</b>	35	1,420	1,455
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	3,000	3,000
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$125,000	\$47,742	\$172,742

**Texas Council for Developmental Disabilities`  
Executive Committee**

**Date:** 5/6/2015

**Review of Proposed Activities & Budget**

**ITEM: D**

**Grantee:** Coalition of Texans with Disabilities

**Year: 2 of 2**

**Project Title:** Developmental Disabilities Policy Fellows

**Project Location:** Statewide

**Website:** [www.txdisabilities.org](http://www.txdisabilities.org)

**TCDD RFP Intent:** The project intent is to hire and support a Developmental Disabilities Policy Fellow to increase the capacity of individuals and organizations in Texas to engage effectively in developmental disability policy advocacy and to increase the number of individuals who have the skills, knowledge and experience to work effectively in developmental disabilities policy.

**Authorized Funding:** TCDD has approved up to \$67,500 per year for up to two years.

**Expected Results:** New policy-focused professionals will receive training and mentoring to effectively work together with self-advocates and families to create the policies and procedures of the future.

**Project Goals and Accomplishments for Year 1:**

**Goal:** Through professional development, in-depth public policy research, and meaningful interactions with Texans with self-advocates and their families, CTD will develop a Fellow who has the skills, knowledge, and experience to work effectively in developmental disabilities public policy.

*Accomplishments per goal:* In year one, the grantee recruited and hired a Policy Fellow. The Fellow has chosen three policy focus areas: employment, Early Childhood Intervention (ECI), and personal attendant wages. The Fellow has created consumer surveys to solicit input on these three focus areas and the surveys have been distributed statewide. The mentor and Fellow have recruited 15 young self-advocates to participate in Advocacy Corps (A-Corps) and will be providing training sessions to members throughout 2015; Recruitment for A-Corps is ongoing. The Fellow has been attending the Hogg Policy Academy and has also attended a variety of agency, legislative, and partner meetings. In addition, the Fellow attended several workshops and symposia in year one.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above

**Objectives:** The Fellow will build upon the knowledge gained in year-one of public policy issues regarding Texans with developmental disabilities; The Fellow will provide training and support for self-advocates with developmental disabilities (and their families) on key research issues, and relevant public policy topics.

**Council Considerations:**

**Public Policy Considerations:** DD Fellow Chris Masey is engaged in a number of policy advocacy discussions and has taken the lead on high profile issues with unlikely allies. PP staff anticipate reporting objective and substantial outcomes at the May meeting.

**Grant Management Considerations:** No concerns; moderate risk monitoring (new grantee)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1 (4 months) (Consultants: \$0)	\$67,500/\$14,188	\$27,011/\$3,993	\$94,511/\$18,181
<b>Amount requested for Year 3 budget:</b>			
I. Personnel Services	64,246	14,969	79,215
II. Travel	0	0	0
III. Purchased Services (\$0 Consultants)	490	6,200	6,690
IV. Property/Materials	0	0	0
V. Rental/Leasing	2,764	1,360	4,124
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$67,500	\$22,529	\$90,029

# Texas Council for Developmental Disabilities`

## Executive Committee

**Date:** 5/6/2015

### Review of Proposed Activities & Budget

**ITEM: E**

**Grantee:** Epilepsy Foundation of Texas (EFTX)

**Year: 4 of 5**

**Project Title:** Health & Fitness – Get FIT (Fitness, Integration, Training) Texas

**Project Location:** Statewide rural communities

**Website:** <https://www.getfittexas.org>

#### **TCDD RFP Intent:**

The RFP intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

**Authorized Funding:** TCDD has approved up to \$250,000 for up to five years.

**Expected Results:** At least 2 sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for people with developmental disabilities. Data will be collected on each project's impact for at least 30 people per site.

#### **Project Goals and Accomplishments for Years 1-3:**

**Goal 1:** Implement a health and wellness curriculum and fitness program for individuals with developmental disabilities (DD) and epilepsy, as well as their caregivers.

**Goal 2:** The project will focus on the rural Texas communities and expand to West Texas, serve at least 250 individuals total (years 1-3).

#### ***Accomplishments per goal:***

A comprehensive, 12-week health and wellness program was created to improve the physical fitness, nutrition and healthy lifestyles of adults with DD and epilepsy and their caregivers. First year total enrollment was 88, which was expanded to 200 by the end of the second year, and 250 by the middle of the third year. The development of an individualized Get FIT plan of action with "at home activities" was created and applied. The program served rural areas surrounding major cities including Austin, Dallas, Plano, Houston, San Antonio, and Lubbock. The project started expanded into schools in the third year, with a small program in the CyFair schools district near Houston. Grant participants were monitored and showed improvements in fitness measures (chair squat, plank, sit and reach), body composition measures, quality of life scores, and health screen tests.

#### **Proposed Goals and Objectives for Year 4:**

**Goal:** Same as above.

**Objectives:** 1) Include more preventative health screening services such as lipid and glucose testing; 2) Establish project sustainability sources like becoming a Medicaid provider enabling our participants to bill through the state Medicaid, additional grants and sponsors; 3) Maintain our current partnerships and provide services to 300 individuals with developmental disabilities and their caregivers

**Council Considerations: Public Policy Considerations:** Get FIT wants to advance preventative health programs, like Get FIT, by advocating inclusion as a Medicaid benefit. PP staff recommend that the grantee approach Medicaid managed care companies in their service areas to gauge interest in using Get FIT as a "value added service."

**Grant Management Considerations:** No concerns; extensive risk monitoring (amount, award-within-award).

**Staff Recommendation:** TCDD staff recommends Council consideration of continued funding for this project.

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Continuation Budget Detail Summary			
	Federal	Match	Totals
<b>Expended Year 1</b> (Consultant: \$35,000)	\$249,538/\$249,538	\$80,848/\$81,869	\$330,386/\$331,407
<b>Expended Year 2</b> (Consultant: \$59,375)	\$249,750/\$249,750	\$83,624/\$95,341	\$333,375/\$345,091
<b>Expended Year 3</b> (8 months)(Consultant: \$62,550)	\$250,000/\$161,872	\$85,004/\$54,384	\$335,004/\$216,256
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel services</b>	174,112	84,771	258,883
<b>II. Travel</b>	2,836	0	2,836
<b>III. Purchased services</b> (\$62,550 consultants)	64,050	6,573	70,623
<b>IV. Property/Materials</b>	9,002	1,500	10,502
<b>V. Rental/Leasing</b>	0	10,914	10,914
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$250,000	\$103,758	\$353,758



# Texas Council for Developmental Disabilities`

## Executive Committee

**Date:** 5/6/2015

### Review of Proposed Activities & Budget

**ITEM: F**

**Grantee:** Region 17 Education Service Center

**Year: 3 of 5**

**Project Title:** Family Involvement in Schools

**Project Location:** Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden

**Website:** None

#### TCDD RFP Intent:

The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC) to become involved with their child's public school.

**Authorized Funding:** TCDD has approved up to \$300,000 for up to five years.

**Expected Results:** At least 2,220 parents or other family members (including fictive kin) who have children attending schools in the Region 17 ESC will be actively engaged in schools and other education-focused community collaborative efforts because they receive training and other necessary services to support that involvement.

#### Project Goals and Accomplishments for Years 1-2:

**Goal:** Build collaborations within ESC 17 to demonstrate ways to create measureable improvement in at least 2 identified indicators of educational success for students with developmental disabilities. The percentage of parents with a child receiving special education services who report that schools facilitated parent involvement will increase.

**Objectives:** 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events; and 5) increase parents' level of satisfaction with the school environment, communication between parents and school and ARD/IEP participation

#### Accomplishments per goal:

A total of 4 school districts (Slaton, Roosevelt, Wilson and Southland ISD) were recruited to participate in training and coaching for Cohort 1. Cohort 2 consists of Brownfield ISD (6 campuses total) and 2 other campuses in Levelland ISD and Denver City ISD. ESC 17 has utilized a coaching model that will enable districts to continue utilizing strategies acquired through the trainings and collaborations. A library of resources is provided for parents and professionals to each campus. Approximately 250 parents attended ARD meetings. A total of 23 events/trainings were held with more than 450 parents were served. The project provided scholarships for parents to attend 6 conferences on Autism, Building Strong Families, Inclusion, etc.

#### Proposed Goals and Objectives for Year 3:

**Goal:** Same as above.

**Objectives:** 1) Same; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year and to increase parents' level of satisfaction with the school environment and with communication between parents and schools; and 3) Increase parent/family members' attendance at ARD meetings, trainings and events.

**Council Considerations: Public Policy Considerations:** Region 17's Family Involvement in Schools promotes community schools in which parents of children with disabilities are actively engaged in helping re-shape the school culture into one of collaboration among caring adults. PP staff look forward to data quantifying the effect of increased parental involvement on overall success of students and parental satisfaction.

**Grant Management Considerations:** No concerns; extensive risk monitoring due to award amount and sub-awards.

**Staff Recommendation:** TCDD staff recommends continued funding for this project

#### Continuation Budget Detail Summary

	Federal	Match	Totals
<b>Expended Year 1</b> (Consultant: \$95,500)	\$300,000/\$300,000	\$33,333/\$35,175	\$333,333/\$335,175
<b>Expended Year 2</b> (7 months)(Consultant: \$97,912)	\$300,000/\$163,878	\$33,333/\$5,023	\$333,333/\$168,901
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel services</b>	167,880	0	167,880
<b>II. Travel</b>	10,000	0	10,000
<b>III. Purchased services</b> (\$80,000 consultants)	95,250	19,758	115,008
<b>IV. Property/Materials</b>	7,665	0	7,665
<b>V. Rental/Leasing</b>	19,105	0	19,105
<b>VI. Utilities</b>	100	0	100
<b>VII. Other (Indirect Costs)</b>	0	13,575	13,575
<b>Budget period totals</b>	<b>\$300,000</b>	<b>\$33,333</b>	<b>\$333,333</b>